

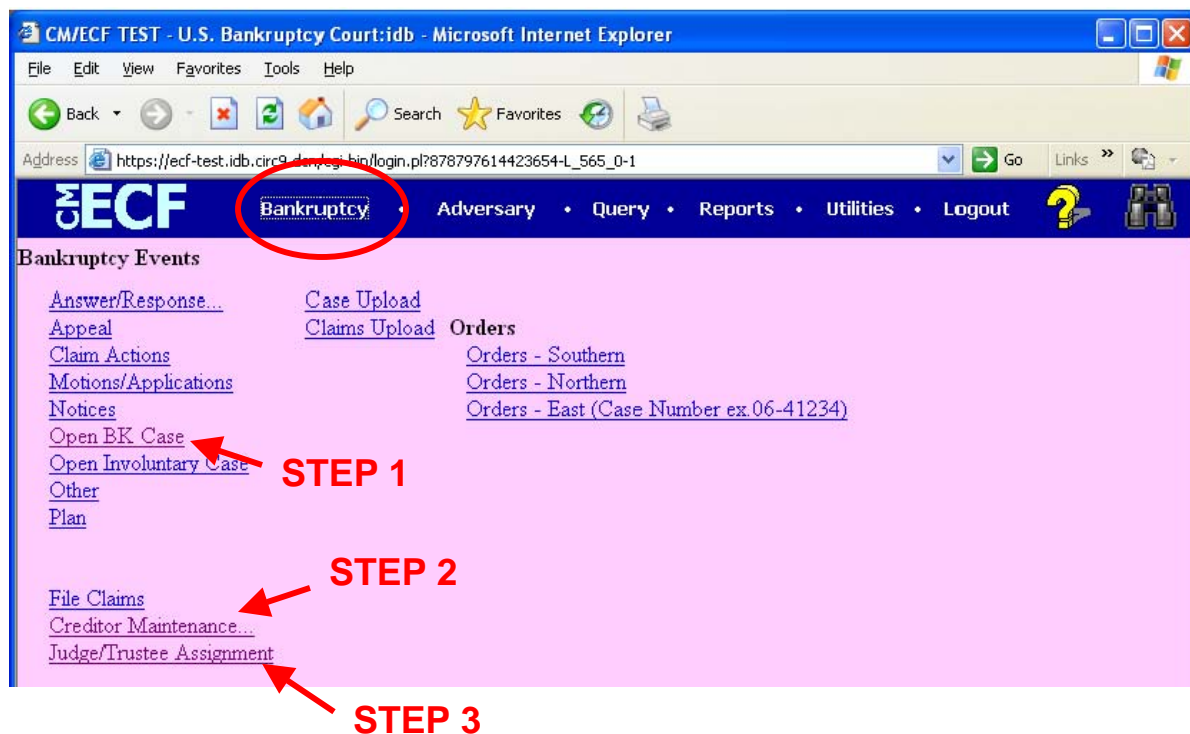
## OVERVIEW

### OPENING A NEW BANKRUPTCY CASE

In all instances and for all Chapters, it is important to complete case opening in this order:

- Step 1 - Case Opening
- Step 2 - Upload Creditor Matrix
- Step 3 - Judge/Trustee Assignment
- Step 4 – File remaining document required to be filed individually

- Whenever possible, complete Steps 1 through 3 without interruptions – in one session before continuing to another case. (Example: Step 3 is completed one-hour later than the case opening – you may receive an error or an incorrect 341 notice.)
- Do not file other documents prior to completing Step 3
- Do not open multiple cases and then complete one Judge/Trustee Assignment for all cases.



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**Step 1** Under the **BANKRUPTCY** option from the Blue Menu Bar, select  
“**Open BK Case**”**Initial Case Data Screen**

- Chapter (defaults to 7)
  - Joint Petition (yes or no – defaults to no)
  - Deficiencies (yes or no – defaults to no)
- It is important to ensure proper processing of this case.

**Party Search Screen**

- Search for your party by using the complete SS#.
- You must search thoroughly before continuing on.

**Creating a New Party**

- Last Name and First name fields are required
- Include complete SS# in the SSN field.
- Ensure complete address, city, state & zip are entered
- County is the county of residence
- If the party has an alias, click [Alias] at bottom of screen to add.
- If a joint petition, repeat steps for second debtor.

**Statistical Information Screens**

- Answer all fields

**Browse Screen**

- File as one PDF document the Petition, completed Schedules and the Statement of Financial Affairs.
- Answer “yes” to Attachments and include the Case Cover Sheet.

**Presumption Question (y or no)****Final Text Screen**

- If you are uncertain about the accuracy of your filing, you must start over.
- At this point, the browser back arrow will not correctly allow you to make changes to your filing.

**Notice of Electronic Filing Screen (NEF)**

- If you do not see the NEF screen, your filing was not successful.
- Take note of the case number
- Note that the Filing time is Mountain Time, because the computer accepting the document is in Mountain Time.

**Payment Screens**

**Step 2** Under the **BANKRUPTCY** option from the Blue Menu Bar, select “**Creditor Maintenance**” and upload the creditor matrix

→ File format is “.txt”

→ Must be done or your case will not be set for a 341 meeting during the Judge/Trustee assignment in Step3.

**Step 3** Under the **BANKRUPTCY** option from the Blue Menu Bar, select “**Judge/Trustee Assignment**”

→ It is important this be done immediately after the creditor matrix upload to ensure accurate notice of the 341 meeting.

→ Be patient. Await confirmation that the assignment has been completed before leaving this screen.

→ Perform this step prior to filing any additional documents in this case. This ensures that the trustee is added to the case and will be served with all subsequent filings.

→ This step sets the 341 meeting and any confirmation hearing. In Chapter 13 cases where the plan is also being filed, please verify that the notice has set the confirmation hearing. If this did not occur, please contact the court to ensure proper notice.

→ Avoid combining this step with multiple cases since it may cause an error in the 341 notice.

→ If you receive an error in the Judge/Trustee assignment and this process does not complete, you may continue on to Step 4. ECF will complete this process at a later time. Please call the court if an error occurs so the court can ensure that proper assignment does happen and no errors appear in the 341 notices.

**Step 4** Return to the Bankruptcy Event menu to complete filing the additional documents which are required to be filed individually.

These documents are:

- Form B21 - Social Security Statement
- Attorney's Disclosure of Compensation
- Form 22 - Statement of Current Monthly Income & Means Test Calculations
- Chapter 13 Plan
- Certificate of Credit Counseling
- Employee Income Records (secure image)
- Tax Returns (secure image)